

Chief, Personnel Branch

23 July 1948

Chief, FBIB

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Part-time Employment of [REDACTED]

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1. [REDACTED] Special Reports Division, has been on maternity leave for approximately six months, which leave will expire on 6 August 1948. This office has hoped that [REDACTED] could return to her duties at the expiration of this leave. However, she advises that it is impossible for her to return on a full time status, but agrees that she could work three days each week if such an arrangement could be made.

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2. In view of the severe personnel shortage and heavy workload in the Special Reports Division and the long period of time necessary to obtain replacements, [REDACTED] services for three days a week would be extremely valuable to FBIB.

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3. Approval is requested to permit [REDACTED] to perform duty three days each week and to be placed on a leave without pay status for the additional two days. [REDACTED] has been made to understand without question that such an arrangement will be acceptable to this office only so long as a full time employee is not available, and as soon as the personnel situation reaches the stage where as a part-time employee she is blocking a full time position her services must be terminated.

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